

Note: Dale Chisum is the current Privacy Program Coordinator for information technology, and Jared Babula is the current Privacy Officer for all other privacy issues.

(See following pages for the California Energy Commission Privacy Policy adopted April 4, 2001.)



Adopted April 4, 2001

**California Energy Commission Privacy Policy**

The California Energy Commission hereby establishes a permanent privacy policy in accordance with Government Code section 11019.9, and in conformance with the Information Practices Act of 1977 (Civil Code section 1798 et seq.)

This policy applies to (1) all Commission employees who may have occasion to receive, use, maintain, an/or transmit personal information about other employees and/or members of the public in the performance of their duties and (2) all personal data received, used and/or maintained by the Commission, regardless of its source, including but not necessarily limited to: job applications and other personnel records, information obtained from individuals via websites, e-mail, and all other applications, including applications to be placed on Energy Commission mailing lists.

The following principles shall apply to the collection, use, maintenance, and dissemination of personal data:

- (a) "Personal data" is defined as information protected under the Information Practices Act of 1977 (Civil Code section 1798 et seq.). Personal data is information that identifies or describes an individual, and may include, but is not necessarily limited to, name, social security number, physical description, home address, home telephone number, home fax number, home e-mail address, marital status, education, financial matters, and medical or employment history.
- (b) Employees responsible for the collection use, maintenance, and dissemination of personal data shall comply with the provisions of the Information Practices Act.
- (c) Personal data may only be obtained through lawful means, and shall not be obtained unless it is relevant and necessary to the performance of a Commission function for which a given employee is responsible.

- (d) The purposes for which personal data is collected shall be specified at or prior to the time of collection, and any subsequent use of the data shall be limited to and consistent with the fulfillment of those purposes previously specified. This policy shall apply to personal data collected by the Commission's web site and the policy shall be placed on the web site pages where the personal data is requested.
- (e) Personal data collected for placement on Commission mailing lists, including e-mail addresses provided to the Commission web site list server page, shall not be disclosed to anyone outside the Commission or used for any purpose other than the mailing list(s) for which it was provided, without the express approval of the Privacy Officer responsible for the implementation of and adherence to this policy. Other personal data may not be disclosed, except with the consent of the subject of the data, or as permitted by law or regulation.
- (f) The California Energy Commission Privacy Officer is hereby designated to be Betty LaFranchi, and she shall post this Privacy Policy in appropriate locations at the Commission, including a prominent place on the web site, provide the policy to employees who collect and maintain personal data, and further take all necessary measures to ensure that personal data is protected against unauthorized disclosure, including, but not limited to enforcement of the policy as follows:
  - 1. Energy Commission employees who collect and maintain Personnel Office data on Commission employees and prospective employees and Energy Commission employees who collect and maintain other personal data shall not disclose such data to unauthorized individuals. All personal data shall be protected in accordance with this Commission Privacy Policy. The Privacy Officer shall make certain such employees are informed that improper disclosure or use of personal data in violation of this policy may be cause for disciplinary action.
  - 2. Any Commission employee who is unsure regarding what action to take regarding personal data or data that may be personal data shall contact the Privacy Officer before taking any action. The Privacy Officer may seek legal advice from the attorney(s) assigned to her office by the Chief Counsel.